



USAID/GHANA is looking for a highly motivated and qualified Ghanaian to join the Education Office Team as **Education Specialist**. The successful candidate will be responsible for taking the lead in developing and managing a strategy and work plan for improving the quality of the delivery of basic education services; proposing initiatives and managing approved resources towards reaching the targets of the Basic Education Strategic Objective. The successful candidate will also provide management oversight for Washington funded programs. The incumbent will serve as a principal liaison between the USAID Education Team, USAID Partner Organizations, USAID beneficiaries, the Ministry of Education and the Ghana Education Service in targeting and delivery of these services in a highly proactive manner and deadline driven atmosphere.

(Please contact acpersonnel@usaid.gov or <http://www.usaid.gov/gh/employment/index.htm> for a detailed job description)

Education & Prior Work Experience: A Bachelor's degree in education is required, a post graduate qualification is preferred plus at least four years of progressively responsible experience in design and/or management and/or evaluation of education programs, preferably with an international development organization or the Ministry of Education in the implementation of education donor activities. Previous experience of managing contracts is required. A significant portion of this experience should have been in Ghana and in the area of education reform and activity management.

Skills and abilities: The successful candidate must have very strong written and verbal communication skills and analytical capabilities, including the ability to write high-level analytic and reporting documents. A high level of professionalism, strong interpersonal skills and the ability to balance team working with initiative, creativity and independent working is required. Knowledge of Microsoft Office suite is required.

Salary Range: GH¢ 18,170 - 27,260 per annum (depending on qualification and experience)

Selection Criteria

Management will consider nepotism/conflict of interest, budget and residence status in determining successful candidacy.

Interested individuals should submit covering letter and curriculum vitae with referees to:

EDUCATION SPECIALIST

USAID/Ghana
P.O. Box 1630, Accra, or No. 24 Fourth Circular Rd., Accra
Or by Email: acpersonnel@usaid.gov

CLOSING DATE: October 14, 2009

(Please note that only short-listed applicants will be contacted)